

Summary of Commute Data Form 1

Supplemental Form to the 2004 Rideshare Program Base or Update Report

If your facility used the Census Survey or Direct Count Method and collected commute data on $\geq 90\%$ of its applicable commuters¹, complete and submit this form with your Base or Update Report to DEP.

Instructions: 1) Compile the commute data obtained from applicable commuters during your facility's commute data collection week.
2) Provide commute data for each day of all your applicable commuters' workweek. For example, one commuter carpooling five days during the data collection week would represent five carpool trips.
3) Complete the table below.

Commute mode	Total # of trips in mode taken by applicable commuters from whom you collected commute data	
Drive Alone	A	Please put this number in your Base Report, Sections E & G or Update Report, Section G
Carpool*	B.	
Vanpool **	C.	
Boat/ferry	D.	
Public transit	E.	
Bicycle	F.	
Walk	G.	
Other (e.g. motorcycle) _____	H.	
Other _____	I.	
Total # of trips, all commute modes	J	Please put this number in your Base Report, Section E or Update Report, Section G
Total # out-of-office/off-campus days***	K.	See the commute survey forms for this number
Total # of non-responder trips (# non-responders x # days in workweek)	L.	See the commute survey forms for this number
Add lines J through L	M.	This should equal the "Total Number of Possible Trips" in your Base or Update Report Section C, Step 2

* A carpool carries 2 to 7 passengers, including the driver.

** A vanpool carries 8 or more passengers.

*** Out-of-office/off-campus days include days due to vacation, sick, business meeting, or for educational facilities, days not scheduled for classes.

¹ "Commuters" refers to applicable employees at a facility. For educational facilities, "commuters" refers to both applicable employees and applicable students.

Summary of Commute Data Form 2

Supplemental Form to the 2004 Rideshare Program Base or Update Report

If your facility used the Census Survey or Direct Count Method and collected data on: 1) $\geq 75\%$ but $< 90\%$ of its applicable commuters¹; OR 2) $\geq 50\%$ but $< 75\%$ of its applicable commuters and chose to implement an additional trip reduction incentive, complete and submit this form with your Base or Update Report to DEP.

Instructions: 1) Compile the commute data obtained from the applicable commuters at the facility; 2) Provide commute data for each day of all your applicable commuters' workweek; 3) Complete Steps 1- 3 (carry out the decimal point to two spaces). 4) If you are implementing an additional incentive, see List of Additional Trip Reduction Incentives and attach a description of how your facility currently implements, publicizes and maintains this incentive.

Additional trip reduction incentive: _____

STEP 1. Calculate the estimated total number of trips by non-responders.

Action	Number
1. Total # of applicable commuters at facility.	
2. # of applicable commuters from whom you collected commute data.	
3. Subtract line 2 from line 1. This is the total # of applicable commuters from whom you did <i>not</i> collect commute data.	
4. # of days in facility workweek.	
5. Multiply line 3 by line 4. This is the total number of commute trips taken by applicable commuters from whom you did <i>not</i> collect commute data, i.e. "non-responders".	

STEP 2. Calculate the estimated total # of trips in mode taken by all applicable commuters, beginning with Column I.

Total # of applicable commuters at facility	X	# of days in facility workweek	=	Estimated total # of trips taken by <u>all</u> applicable commuters at facility	Put this # in each box of Step 3, Column IV

STEP 3. Complete the table below, beginning with Column I.

Commute mode	Column I # trips <u>in mode</u> taken by applicable commuters from whom you collected data	÷	Column II <u>Total # Trips</u> by applicable commuters (See <i>TOTAL # TRIPS</i> , Column 1)	=	Column III Proportion of trips taken in mode by applicable commuters	x	Column IV Estimated total # trips taken by <u>all</u> applicable commuters (See Step 2, #7)	=	Column V Estimated total # of trips <u>in mode</u> taken by all applicable commuters
Drive Alone		÷		=		x		=	A Put # in Base Report, Section E & G or Update Report, Section G
Carpool*		÷		=		x		=	B.
Vanpool**		÷		=		x		=	C.
Boat/Ferry		÷		=		x		=	D.
Public transit		÷		=		x		=	E.
Bicycle		÷		=		x		=	F.
Walk		÷		=		x		=	G.
Other		÷		=		x		=	H.
Other		÷		=		x		=	I.
TOTAL # TRIPS	Put this # <u>each</u> box of Column II								J Put # in Base Report Section E or Update Report, Section G
Total # Out-of-Office/Off-Campus Days***									
Total # of Non-Responders Trips (See Step 2, #5)									
Add above "Total #'s"									This number should equal the "Total Number of Possible Trips" in your Base or Update Report Section C, #2

* A carpool carries 2 to 7 passengers, including the driver. **A vanpool carries 8 or more passengers. ***Includes days out due to vacation, sick, off-campus, etc.

¹ "Commuters" refers to *applicable employees* at a facility. For educational facilities, "commuters" refers to both *applicable employees* and *applicable students*.

Summary of Commute Data Form 3

Supplemental Form to the 2004 Rideshare Program Base or Update Report

If your facility used the Census Survey or Direct Count method, collected commute data from equal to or more than 50% but less than 75% of its applicable commuters¹, AND did not choose to implement one additional trip reduction incentive, complete and submit this form with your Base or Update Report to DEP.

- Instructions: 1) Compile the commute data obtained from the applicable commuters at the facility.
 2) Provide commute data for each day of all your applicable commuters' workweek.
 3) Complete Steps 1 and 2.

STEP 1. Calculate the adjusted total # of drive-alone trips taken by applicable commuters.

Action	Number
1. Total # of applicable commuters at your facility.	
2. # of applicable commuters from whom you collected commute data.	
3. Subtract line 2 from line 1. This is the total # of applicable commuters from whom you did <i>not</i> collect commute data.	
4. # of days in facility workweek.	
5. Multiply line 3 by line 4. This is the total number of drive-alone trips taken by applicable commuters from whom you did <i>not</i> collect commute data.	
6. Total number of drive-alone trips made by applicable commuters from whom you collected commute data. <i>See your survey results for this number.</i>	
7. Add lines 5 and 6. This is your adjusted total # of drive-alone trips. <i>Put this number in Step 2, Box A below.</i>	

STEP 2. Calculate the total number of trips, all commute modes taken by applicable commuters.

Commute mode	Total # of trips in mode taken by applicable commuters from whom you collected commute data	
Adjusted total # of drive-alone trips (see Step 1, #7)	A	Put this number in your Base Report, Section E & G, or Update Report, Section G
Carpool*	B.	
Vanpool**	C.	
Boat/ferry	D.	
Public transit	E.	
Bicycle	F.	
Walk	G.	
Other (e.g. motorcycle)_____	H.	
Other _____	I.	
Total # of trips, all commute modes (add lines A through I)	J	Put this number in your Base Report Section E or Update Report, Section G
Total # of out-of-office/off-campus days***	K.	See the commute survey forms for this number
Add lines J and K	L.	This should equal the "Total Number of Possible Trips" in your Base or Update Report Section C, step 2.

* A carpool carries 2 to 7 passengers, including the driver.

** A vanpool carries 8 or more passengers.

*** Out-of-office days include days out of the office due to vacation, sick, business meeting, off-campus, etc.

¹ "Commuters" refers to applicable employees at a facility. For educational facilities, "commuters" refers to both applicable employees and applicable students.

Summary Commute Data Form 4

Supplemental Form to the 2004 Rideshare Program Base or Update Report

If your facility conducted a Random Sample Survey and collected commute data on 90% or more applicable commuters¹ complete and submit this form with your Base or Update Report to DEP.

- Instructions: 1) Compile the commute data obtained from the applicable commuters in the sample.
 2) Provide commute data for each day of the workweek for each applicable commuter in the sample.
 3) Complete Steps 1-3 (carry out the decimal point to two spaces).

STEP 1. Calculate the adjusted total number of drive-alone trips taken by applicable commuters in the sample.

Action	Number
1. Total # of applicable commuters in sample.	
2. # of applicable commuters in sample that responded to survey.	
3. Subtract line 2 from line 1. This is the total # of applicable commuters in sample that did <i>not</i> respond to the survey.	
4. # of days in facility workweek.	
5. Multiply line 3 by line 4. This is the total number of drive-alone trips taken by applicable commuters in the sample that did <i>not</i> respond to your survey.	
6. Total number of drive-alone trips made by applicable commuters in sample that responded to survey. <i>See your survey results for this number.</i>	
7. Add lines 5 and 6. This is your <u>adjusted</u> total # of drive-alone trips taken by applicable commuters in the sample. <i>Put this number in Step 3, Column I.</i>	

STEP 2. Calculate the estimated total number of trips taken by all applicable commuters at the facility.

Total # of applicable commuters at facility		X	# of days in facility workweek		=	Estimated total # of trips taken by <u>all</u> applicable commuters at facility		Put this # in each box of Step 3, Column IV

STEP 3. Complete the table below, beginning with Column I.

Commute Mode	Column I # of trips in mode taken by applicable commuters in sample		÷	Column II Total # trips by applicable commuters in sample (See "TOTAL # TRIPS", Column I)	=	Column III Proportion of trips taken in mode by applicable commuters	x	Column IV Estimated total # of trips taken by <u>all</u> applicable commuters at facility (See Step 2)	=	Column V Estimated total # of trips in mode taken by all applicable commuters
Adjusted # of drive-alone trips	See Step 1, #7 for this number		÷		=		x		=	A Put this # in your Base Report, Section E & G or Update Report, Section G
Carpool*			÷		=		x		=	B.
Vanpool**			÷		=		x		=	C.
Boat/ferry			÷		=		x		=	D.
Public transit			÷		=		x		=	E.
Bicycle			÷		=		x		=	F.
Walk			÷		=		x		=	G.
Other			÷		=		x		=	H.
Other			÷		=		x		=	I.
TOTAL# TRIPS	Put this # in each box of Column II									J Put this # in your Base Report Section E or Update Report, Section G
Total # Out-of-Office/Off-Campus Days ***										
Add above "Total #'s"				This number represents the Total # of Possible Trips" by applicable commuters in the sample size and should equal the "Total Number of Possible Trips" in your Base or Update Report Section C, #2.						

* A carpool carries 2 to 7 passengers, including the driver. ** A vanpool carries 8 or more passengers. *** Out-of-office days include days out of the office due to vacation, sick, off-campus, etc.

¹ "Commuters" refers to applicable employees at a facility. For educational facilities, "commuters" refers to both applicable employees and applicable students.